

**Final Report for the contract signed between Intertech Co
and Palestinian Water Authority
For Development, installation
and publication of Palestinian Water Authority Website**

Submitted by:**Intertech Co. Date: March, 2013****Introduction**

The final report will include work procedure , the scope of work, the work plan , the deliverable's dates and the user-manual that will help in the appointed PWA staff to update the different directories and parts of the PWA website.

Work Procedures**Data Collection:**

A site map was first required to upload all the content according to it.
All the data was sent via email to be uploaded on the website.

Database Requirement Delivered :

To the Requirement of the PWA and for the system to be compatible with the PWA internal systems, the new WCMS was built using the ASP.Net Programming language. This required for the database to be SQL server 2008 R2.

Updating Producers:

Project management and development practice at *InterTech* includes a 12-month warranty period for the client. During this phase, the project management and web development team at our company will undertake to correct any bugs in the website's performance.

- Intertech uploaded all initial content and material given from the PWA Team.
- After The Training, PWA's Team will take the Content Upload responsibility.
- Intertech will act as a consultant for the content uploading after the training "Within the warranty year"
- In case PWA's wishes for Intertech to take the update responsibility an update contract will then be set.

Development Requirement Delivered:

- ASP.NET and ajax (asynchronous JavaScript and XML) and includes CSS
- The Intertech Content management system MS is an easy to use software to update and to manage the site contents.
- Intertech provided the source code and its content to PWA and all the copyrights for the site.

Scope:

The scope of the plan covered the following areas:

Scope Area	Description
Design Aspect	(DESIGN) of the Portal English + Arabic A user friendly interface Design According to 2012 Standards and trends
Development Aspect	Dynamic - Web content Management – Add articles (ASP.Net and Ajax) By using This web content Management System: the Admin can add and delete any number of links and content. Transfer data from old website New Design Template for Home Page and Internal Pages All web-based System redirected through the new developed website Search Engine optimization Advanced Internal search engine - Search engine friendly Print This page, Tell A friend Flash Banner Dynamic photo gallery system + Video gallery Visitor Counter + Google Analytics Link to Social Networks (Facebook, Twitter) - Social Media plug-ins Develop s (SOP) Periodic Updates of Website & procedure UML Documentation and analysis of Website Clear Site Map News + news archive system Form : Contact Us, Feedback Form Provide Source Code Connect to Employee's directories-emails and other Databases 12 months Warranty / Maintenance/Upgrades and SEO
Training	Training to Relevant Staff

WorkPlan:

#	Phase	Assignment and Activates
1	Phase 1 (Discovery, Requirements Planning and site definition)	Contract signed and kick off meeting
		Get all business requirements from client (Discuss the site map and the schema for the layout)
2	Phase 2 (Website design and layout)	Complete draft web layout and get customer approval this involves more than one meeting until final approval from the client on the design
		Data Gathering Clients hand over all necessary content and data for the website
3	Phase3 (Site development, testing and deployment)	Application development
		Data uploading
		Client Testing and verification The clients sends in his notes and modification on the data uploaded
		Work on issues and modifications
		Training on the WCMS system
		Go Live : Project Close Out

Deliverables:

Intertech Co. for internet Services submitted the deliverables to PWA according to the following schedule:

Deliverable	Delivarble Date/ Notes
Complete draft web layout (Design) and get customer approval	February 2013
Application development - Arabic	March 2013 <ul style="list-style-type: none"> ✓ Photo Gallery ✓ Search Engine ✓ Video Accessibility ✓ Flash Design
Data Upload of received content	April 2013
Arabic Website Launch online : www.pwa.ps	May 2013
Signature of an extension contract	1 st September 2013 to 14 th of February 2014
Application development - English	July 2013
Data Upload of received content – English	Training on system and English uploading sept. 2014
Training	September 2013

Technical Training	January 2014
Provide the Source Code and needed software to run the website	January 2014 and continuation February 2014

Intertech provided a training to PWA staff on both the administrator interface and basic maintenance of the site architecture and design.

User Manual

The CMS is a tool that allows the webmaster to fully manage the website, changing its content and structure.

This manual will walk you through the steps of changing your website's structure. Then it will proceed to show you how to add, change and delete content on your website.

Login Page

>><http://domain name/wcms>.

Once the user visits this page, a login form will be displayed. The user should insert his username and password in the appropriate text boxes and click "enter."

Entering the restricted area will allow the user to access various pages for administering the website.

The sections are distinct in that some allow administration of the website structure, while others allow the addition of content. Following is a description of each section and how to use it.

ADMINISTERING YOUR SITE'S CONTENT

About the Homepage

This section of the manual describes briefly the various elements of your website's homepage, Elements, including links and images associated with pages, can be deleted, altered or added using the Pages and menus parts of this manual.



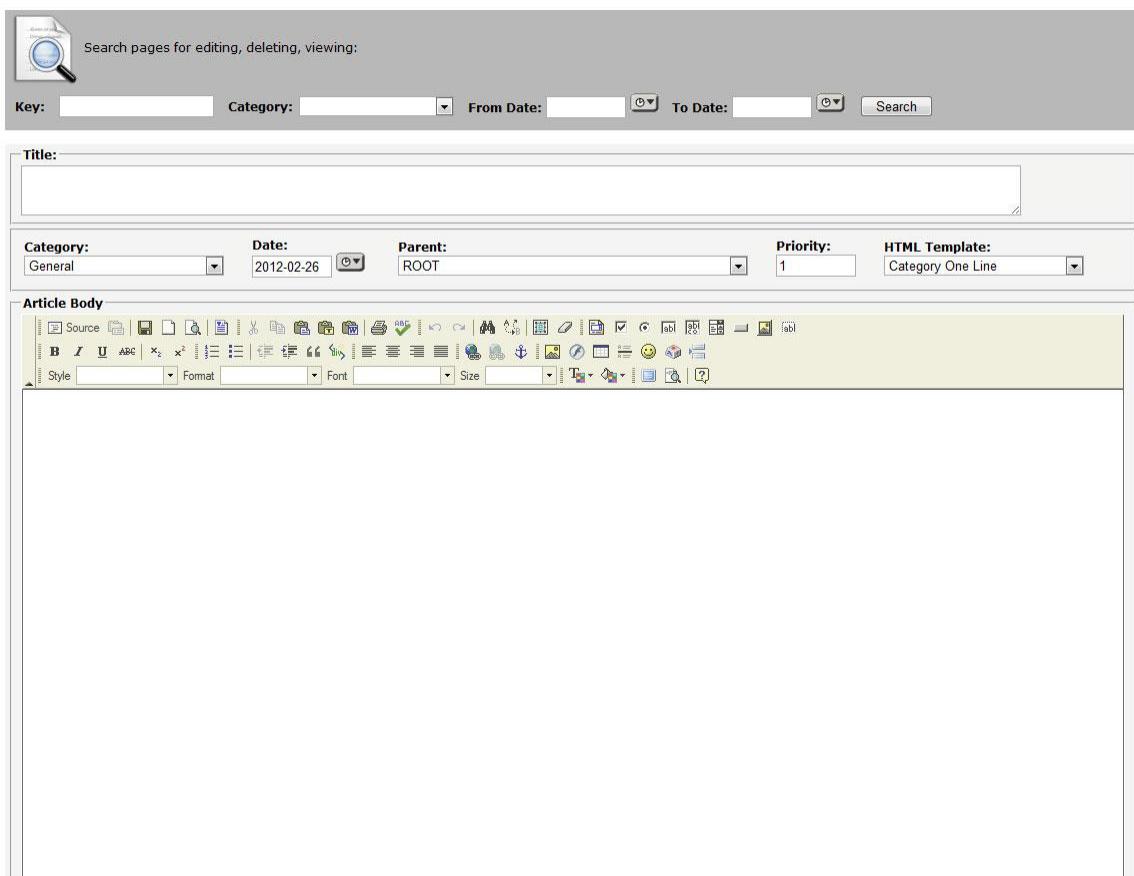
PAGES

>> wcms/index.php

This section is used to add new web pages to your site. Before adding a page, you should have prepared any text, data and images that will appear.

Adding a New Page

If you are adding a new page, go to Add Web pages.



The screenshot shows a web-based content management system interface. At the top, there is a search bar with a magnifying glass icon and the placeholder text "Search pages for editing, deleting, viewing:". Below the search bar is a navigation bar with fields for "Key", "Category", "From Date", "To Date", and a "Search" button. The main area is titled "Add Web pages" and contains the following fields:

- Title:** A large text input field.
- Category:** A dropdown menu set to "General".
- Date:** A date picker set to "2012-02-26".
- Parent:** A dropdown menu set to "ROOT".
- Priority:** A dropdown menu set to "1".
- HTML Template:** A dropdown menu set to "Category One Line".

Below these fields is a section titled "Article Body" containing a rich text editor toolbar with various formatting options like bold, italic, underline, and various icons for images, tables, and lists. The main body area is a large, empty text input field.

Here, you will be asked to fill in the following fields with information related to the page.

1. **Category:** This drop-down menu allows you to select from several pre-created linked categories, or make a general page that you will link later in "Navigations." If you select "latest news," for example, the information that you add as a new page will appear as one of the texts under the category latest news on the main page.

To Add A new Category go the Categories Section.

2. **Date:** This field allows you to date your new page. Click on the calendar icon to select a date or type a date in this format: yyyy/mm/dd.
3. **Title:** This field allows you to change the title of the page, which appears at its top.
4. **Body:** This field is where you add the main part of the page, including text, images, tables, etc. The CMS includes many tools to allow you to format the page. Below you will see each icon listed and the action it performs.

Menu/Button	Function Description
<input type="button" value="Arial"/> <input type="button" value="Comic Sans MS"/> <input type="button" value="Courier New"/> <input type="button" value="Tahoma"/> <input type="button" value="Times New Roman"/> <input type="button" value="Verdana"/>	font drop-down sets the font face. If a selection is active, the font will be applied to it.
<input type="button" value="smaller"/> <input type="button" value="larger"/> <input type="button" value="xx-small"/> <input type="button" value="x-small"/> <input type="button" value="small"/> <input type="button" value="medium"/>	size drop down sets the font size. If a selection is active, the font will be applied to it.
B <input type="button" value="Bold"/>	bold the selected text
<i>I</i> <input type="button" value="Italicize"/>	italicize the selected text
<u>U</u> <input type="button" value="Underline"/>	underline the selected text
<input type="button" value="A"/> <input type="button" value="Font Color"/>	change color of the selected text
 <input type="button" value="Background color"/>	highlight the selected text
<input type="button" value="x"/> <input type="button" value="Subscript"/>	change the selected text to subscript
<input type="button" value="x"/> <input type="button" value="Superscript"/>	change the selected text to superscript
 <input type="button" value="Remove Format"/>	remove format of the selected text
 <input type="button" value="Spell"/>	launch the spell checker

 Cut	perform normal function of cutting
 Copy	copy the current selection and store it in the clipboard
 Paste	insert content from the clipboard into the editor at the selected position
 Paste from Word	paste the content copied from Microsoft Word and remove the web-unfriendly tags
 Undo	undo the last operation in the editor
 Redo	redo the last operation in the editor
 Left Justify	align the selected content to the left
 Center	center the selected content
 Right Justify	align the selected content to the right
 Justify Full	justify full
 Indent	indent the selected content
 Outdent	outdent the selected content
 Insert Rule	insert a horizontal rule at the selected position in the editor
 Ordered List	insert an ordered list
 Unordered List	insert an unordered list
 Insert Link	add a link to the text on your page
 Insert Anchor	add an anchor to the text on your page
 Remove Link	remove the hyperlink from the selected content
 Insert Image	insert a local image from the image gallery folder; thumbnail images are dynamically created; Supports upload new images
 Update Image	Update the selected image
 Insert Table	insert a table into your web page
 Cell properties	edit cell properties
 Insert Rows	insert a row above the selected row
 Insert Row Below	insert a row below the selected row

 Delete Rows	delete the selected row
 Merge right	merge the current cell with the one to its right
 Mergebelow	merge the current cell with the one below it
 Horizontal split	split a cell into columns
 Insert Column to the Left	insert a column to the left of the selected cell
 Insert Column to the Right	insert a column to the right of the selected cell
 Delete columns	delete the selected column

5. **View Source:** This checkbox can be used by administrators who understand HTML language to make more sophisticated changes to the text. All other users should leave it unchecked.
6. **Parent:** This field allows you to specify which webpage this new page will appear under.
7. **Show as Main item:** This field allows you to indicate if this new page or information should appear on the homepage.
8. **Summary:** This field should be used to add a summary of the page, which will appear on the homepage. (used for the main news and the bottom news)
9. **Thumbnail Picture:** This drop-down menu is used to add an image that will appear alongside the summary on the homepage or parent page. You may add images by going to the files section and aff an image as a thumbnail.

Once you have filled out the form, click on “Save.”

If required fields have been left empty, you will receive an error message.

If the new page was added, you will receive a message stating that the action was carried out successfully.

Updating or Deleting a Page

To update or delete a webpage, you should go to “Control Web pages”.
There you will find three controls



- 1- **Category control:** you select from a drop down menu the category that your webpage was in and then click on the “Search” button next to it. This will give you all the WebPages in the category that you choose.

2- Date control: if you remember the date of which you inserted your webpage you can select the date.

	#	Priority	Title	Category	Delete	Edit	active	Preview
<input type="checkbox"/>	86	1	Our Partners	General				
<input type="checkbox"/>	85	1	Not Found	General				
<input type="checkbox"/>	84	2	Emergency Jobs Program- EJP	Previous Programs				
<input type="checkbox"/>	83	6	Previous Programs	Projects				
<input type="checkbox"/>	82	1	test me	General				
<input type="checkbox"/>	79	5	Building a Green World	Innovations				
<input type="checkbox"/>	78	1	Video Gallery	General				
<input type="checkbox"/>	77	1	Photo Gallery	General				
<input type="checkbox"/>	76	1	Sinjal Municipality inaugurates the rehabilitation of Eight internal streets in the town and the renovation of Abu Baker al Sadeq Primary Males School	Latest News & Events				
<input type="checkbox"/>	75	2	The Third Roundtable Workshop titled Youth in Local Government: Realities and Prospects being held by the Local Democratic Reform Program with funding from USAID	Latest News & Events				
<input type="checkbox"/>	74	15	In depth reality is different!	Success Stories				
<input type="checkbox"/>	73	14	Third LDR Roundtable Youth in Local Government- Realities and Prospects	Success Stories				
<input type="checkbox"/>	72	1	Prepare the Youth External Newsletter	General				
<input type="checkbox"/>	71	13	A Thankful Tailor	Success Stories				
<input type="checkbox"/>	70	12	A Young Mother Aims to Make Change	Success Stories				
<input type="checkbox"/>	69	11	The Doorway to Confidence and Comfort	Success Stories				
<input type="checkbox"/>	68	10	A Grandmother, but Still Learning	Success Stories				
<input type="checkbox"/>	67	9	Work for better living conditions	Success Stories				
<input type="checkbox"/>	66	8	Let's Talk Politics: Promoting the Priorities of Young People	Success Stories				
<input type="checkbox"/>	65	7	A Gift of Hope!	Success Stories				
<input type="checkbox"/>	64	6	Illar Youth Shadow Local Council	Success Stories				
<input type="checkbox"/>	63	5	Illar Youth Shadow Local Council	Success Stories				

Once the list has appeared, a series of icons will accompany the list. These icons can be used as follows:

1. **Edit** : This button allows the user to edit the related page. Clicking on it will populate the Page form with the associated data. (See “Add Page” for a description of the various fields.) After editing the information, click on “Update.”

2. **Delete** : This button allows the user to delete a page. After clicking on it, you will be asked if you are certain you want to delete this page. If you click yes, and the page is completed, you will receive a message stating that the action was successful.

3. **Lock the Article**: This button locks the webpage and prevents it from appearing on the website without deleting it. The user may unlock the article and it will appear again on website.

4. **Preview**: it allows the user to view the page as it may appear on the website. When you click this button, a new window will open in your browser to the page referenced.

ADMINISTERING YOUR SITE’S NAVIGATION



MENUS

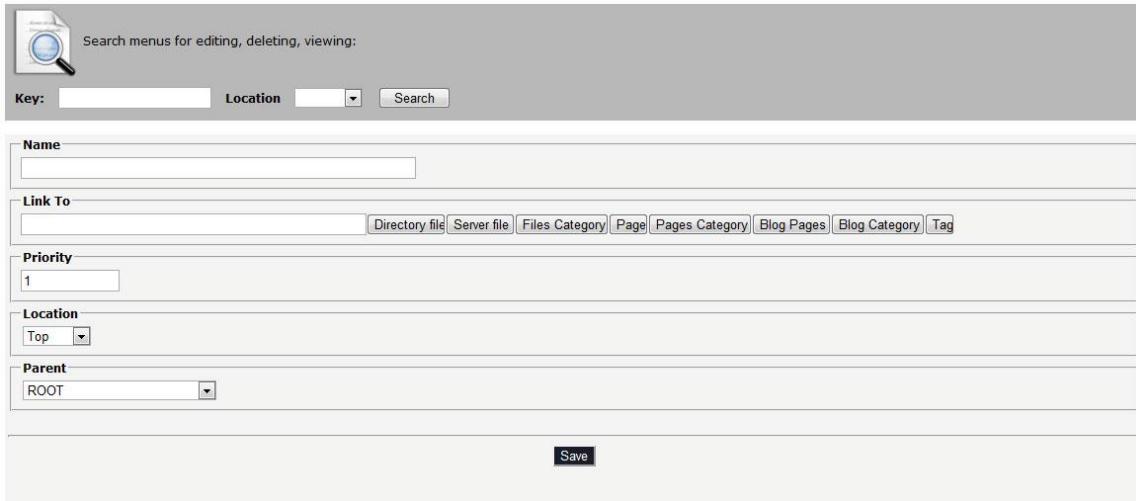
>> wcms/menu.php

This section is used to update the navigation of the website, in other words, what links appear, how they appear, and where.

This website is designed so that links to other pages in the site appear on the top.

Adding a Link

To add a new link to one of these locations, select where you would like the link to appear from the menu at the top of the navigation administration page. The page will refresh, and you will see a blank form on the right-hand side of the page under the heading “New Link.”



Search menus for editing, deleting, viewing:

Key: Location

Name

Link To

Priority

Location

Parent

If you are adding a new link, insert the appropriate information into the required fields:

1. **Name:** This is what the link will be called when it appears to visitors to your website, e.g. “About Btc”
2. **Parent:** The “parent” is the main link under which this link appears. For example, “About Btc” is the parent of “BTC International” in the map of left navigation links that appears in the image above. If the link you are adding is a main link, select “Root” as the default option.
3. **Link to:** This is where the link will send visitors when they click on it. You should have already added the content of your link (see *Pages*).

you have options of linking to : files, pages, categories, blog pages and tags.

Once you have filled in the required information, click on the “Add link” button. The page will refresh and you will see that the link you have added appears in the list of links on the top of the Navigations page.

Updating and Deleting Links

On the left side of the Navigations page, you will see a list of links and a variety of functions that can be performed. They are described below, as they appear from left to right.

	#	Priority	Title	Link to	Delete	Edit
	15	1	Home	index.php		
	63	1	test blog			
	16	2	About CHF	#		
			42 1 History	page.php?id=5RSUpYnXmra6657A1BswNOvLQQ		
			43 2 Mission	page.php?id=2bSSj33b1ea5706AMEcqkRphI		
			44 3 Key Staff	category.php?id=jGvM9rC7S4a6657ALcwD05fZRG		
			45 4 Contact Us	page.php?id=32uj4ONYpa24726AbNtcmF5		
			64 5 Our Partners	page.php?id=otQhg3Ut4ya81786AGFFeu14FRB		
	56	3	Get involved	#		
			57 1 Job Vacancies	#		
			58 2 Procurement	#		
			17 3 Internships	category.php?id=lhMBKhdKwYa7608A5ucoV0J66I		
	19	4	Media Center	#		
			30 1 CHF in News	folder.php?id=1fmpq3fu2Na26628ArzYsUg3eIW		
			31 2 Fact Sheets	folder.php?id=2kWHuSQONza19020Ahx2lOxmLt		
			32 3 Photo Gallery	/photogallery.php		
			33 4 Press Releases	category.php?id=EtlT34stsxa2853AF9e2s7rR		
			34 5 Publications	folder.php?id=oNIO4dD3zZa13314AD9cKleRg6		
			35 6 Success Stories	category.php?id=Tg0P2GpDlpaz27579A3n8PBE9ib		
			37 7 Video Gallery	videogallery.php		
	36	5	Innovations	category.php?id=B1u3CnYlifa8559ABpqYHIjptp		

1. **Edit:** This button is used to edit the link.

Clicking it will introduce a form on the right side of the page, populated with the data for the corresponding link. Change the data as necessary (for more information, see “Adding a Link”) and click “Update.”

2. **Delete:** This button allows you to quickly delete a link.

When you click the button, a message will appear asking you if you really want to delete the link. Click “Yes” and the page will refresh, showing a new list of links without the deleted one.



CATEGORIES

This will allow you to add new categories as needed by the user .
The update will only change the name of the category.

Search categories for editing, deleting, viewing:

Key:

Name
English: Arabic:

Thumbnail Image
 No file chosen

Items per page
10 Items

Priority

Parent
ROOT

Type
Pages Category

HTML Template
Category One Line

Language
Shared

Editable by Administrator only: Show in path:

Description 



Files

>> wcms/file.php

The section is used to add new files to your website. These files can be used to add photos to the web pages, or other documents that visitors may need to view.

It also gives access for the user to change / add or delete photos on the **photo gallery**.

It is recommended that you add these files before starting to add a new web page that will use the files.



Search files for editing, deleting, viewing:

Key: Language: Category:

Title
 English: Arabic:

Category

Description
 English: Arabic:

Source or Object..

Thumbnail Image
 No file chosen

Browse File
 No file chosen

Language

English Tags

Arabic Tags

Add images

Category: this allows you to specify if this is file is an image, document file or a video file.
 Image files (those ending in .jpg or .gif).

Browse File : Click “Choose File” to select the desired file from among those on your computer.

Then click “save” to place the file on the internet for later use after adding a title and a thumbnail for the images. When the file is uploaded, file uploaded will appear.

Add Documents

The same process can be used to add PDF, Ppt, and Excel documents.

Add video

The same process can be used to add video, but please make sure that the size of the video doesn't take more than 2MB for if it is bigger it will take longer time to upload.

Overall Recommendations:

- Keep updating the content and feeding the website with new material.
- Give good attention to style and formatting and how the information is presented in a good and friendly way that would attract readers.
- For the Future: consider E-marketing , Try to use Facebook / Twitter as promotional tools for the website.